

# **Center for Educational Performance and Information (CEPI)**

## ***Student Transcript and Academic Record Repository (STARR): Characteristics, Enumerations, Instructions, Tips and Usage***

### ***Michigan Student Data System (MSDS) STARR***

#### ***Data Manual V 1.1***

***2016-17 School Year***

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## **Introduction**

This guide is part of a set of paper-based training materials for the Student Transcript and Academic Record Repository (STARR) collection in the Web-based Michigan Student Data System (MSDS) application. Institutions of Higher Education (IHEs) are required to upload a data file containing the student's academic record, in XML format, to the STARR collection in the MSDS. This guide identifies and defines the student population and data elements to include in your STARR collection.

## **Background**

When Michigan representatives agreed to accept State Fiscal Stabilization Fund dollars under the American Recovery and Reinvestment Act, they also agreed to four education assurances. One of these assurances is that the state of Michigan will connect preschool through postsecondary (P-20) education data into the labor force to evaluate effectiveness of public education at preparing students for postsecondary education and the workforce. Connecting P-20 data requires that the student Unique Identification Codes (UICs) assigned and maintained by the Center for Educational Performance and Information (CEPI) be exchanged among institutions and used at all education levels. In order to fulfill these requirements, Michigan must collect and store each student's academic record in a data application for analysis. The application is called the MSDS. The collection of these data for IHEs is the STARR. The data collected have been developed into reports that are being published on the [MI School Data](#) site.

This document is meant to serve as a guide for the STARR collection. It is separated into sections, which cover the collection information, characteristic descriptions and appendix documents. Within this text, we will identify changes using the following methods:

## Index of Changes

### Changes to Current Submission

Legislative changes and other issues occasionally require us to update a manual during a submission. If that happens, any changes will be noted here, allowing you to print new copies of just the affected pages.

Page Number(s)	New Characteristic/ Enumeration	Edits/Changes
37	Course Start Date	Added Course Start Date as new characteristic (YYYY-MM-DD) to Course Component
34	Course End Date	Added Course End Date as new characteristic (YYYY-MM-DD) to Course Component
44	Degree or Certificate Seeking Student	Added Degree or Certificate Seeking Student as new characteristic to Session Component (Yes or No)
57	Postsecondary Enrollment Type	Added "Transfer Work Only" as new enumeration to Postsecondary Enrollment Type characteristic
65	Session Start Date	Added Session Start Date (YYYY-MM-DD) as new characteristic to Session Component
64	Session End Date	Added Session End Date (YYYY-MM-DD) as new characteristic to Session Component
70	Student Level Code	Added "Professional or Technical Credential" enumeration to Postsecondary Enrollment Type Characteristic
57	Session Name	Added "Summer" Enumeration

### Changes from Prior Year/Submission

Summary paragraph of changes.

Page Number(s)	Field Number	Edits/Changes
7	STARR Reporting Year	Updates to reporting enrollments & awards for 2016-2017 STARR collection
57	Session Name	Removed "Early Summer" and "Late Summer" enumerations
70	Student Level Code	Definition of "Seeking 4 Year Degree" changed to "Community College Seeking Transfer to 4 Year Only"

## **STARR Reporting Year**

Each year, CEPI collects student enrollment and completion information from Michigan colleges and universities. IHEs should report the following:

- For enrollment purposes, submit all students enrolled between July 1 and June 30. For the 2016-2017 collection, only submit sessions with start dates that occur on or after July 1, 2016 and before July 1, 2017.
- For completion purposes, submit all students who have conferred an award by August 31.
- Institutions are to include the student's entire academic record, not just what is new for this year.

## **Clarification for submitting student enrollment:**

Michigan colleges and universities do not all have the same academic calendars, sessions or term structures. CEPI has made changes in past collections to be able to produce a consistent set of rules for reporting purposes. IHEs were instructed to follow CEPI's guidelines when assigning session names making it more difficult for colleges to change their data files to meet the STARR schema to upload. Therefore, IHEs will submit the sessions and terms exactly as they occur based on their yearly calendar. CEPI will no longer ask the IHEs to change their session or term dates to align with the guidelines outlined in the data manual. Instead, for reporting purposes CEPI will determine what the reporting terms of enrollment will be based on the following STARR data elements:

- Session Start Date (YYYY-MM-DD)
- Session End Date (YYYY-MM-DD)
- Course Begin Date (YYYY-MM-DD)
- Course End Date (YYYY-MM-DD)

## **Clarification for Reporting Summer Sessions:**

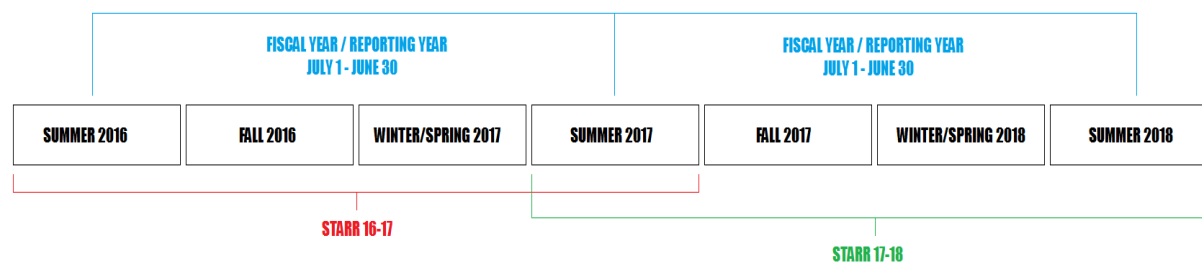
Because summer session dates differ among IHEs, it is difficult to report sessions with overlapping start/end dates as either Early Summer or Late Summer. Therefore, Early Summer and Later Summer sessions were removed and replaced with one Summer session.

The following example shows the collection period moving forward:

## 2017 STARR Data Manual

- STARR 2016-17, submit the following sessions
  - Summer 2016 (with session start dates occurring on or after July 1, 2016)
  - Fall 2016
  - Winter/Spring 2017
  - Summer 2017 (with session start dates that occur before July 1, 2017)
- STARR 2017-18, submit the following sessions
  - Summer 2017 (with session start dates occurring on or after July 1, 2017)
  - Fall 2017
  - Winter/Spring 2018
  - Summer 2018 (with session start dates that occur before July 1, 2018)

Example of Collection Period Moving Forward:



The following pages contain information, in alphabetical order, concerning each STARR field such as definitions, minimum and maximum occurrences, minimum and maximum lengths, enumerations, and formats. Additionally, suggested validation checks the IHE can perform prior to submitting the STARR data file have been included to help ensure data quality. Finally, STARR field usage for specific reports has also been indicated. Definitions for the acceptable enumerations come from the National Center for Education Statistics (NCES) Integrated Postsecondary Education Data System (IPEDS) glossary, Postsecondary Electronic Standards Council (PESC) and/or the NCES Common Education Data Standards (CEDS), unless otherwise noted.

To view the STARR fields, definitions, minimum and maximum occurrences, minimum and maximum lengths, enumerations, and formats in an Excel document, click on the STARR Data Field Layout document link on the [CEPI IHE Web page](#). For additional information about data types and other technical definitions, please refer to the XML Validation Guide, located on the [CEPI IHE Web page](#).

## **Getting Started**

### **STARR Application Documents**

Please visit the [CEPI IHE Web page](#) for the most up-to-date information on the STARR collection. Please refer to this Web page for the XML schema, sample schema, STARR Business Rules Validation, STARR Data Field Layout document, user guide. This page also includes a link to the PESC guide. We recommend that IHE users regularly refer to this page for updated postings.

### **The Educational Entity Master (EEM)**

The Educational Entity Master (EEM) is the state's official directory of educational entity information. The EEM can be found at [EEM Web page](#). CEPI uses the EEM entity code numbers to link education data sets and validate submitting entity information. When EEM records are out of date, data validation can be more difficult. We highly recommend that IHEs verify their EEM data before each collection and update the EEM whenever entity information changes. Updates include changes in the name of the institution and contact information, as well as requests for closings of institutions. To navigate and use the EEM, view the EEM User Guide. If your IHE does not have an authorized EEM user, please contact CEPI customer support for any updates to your institution's EEM record.

### **IHE Request for UIC Collection**

Prior to uploading records to the STARR collection, participating IHEs will first need to acquire a Unique Identification Code (UIC) for all of their enrolled students. Parchment electronic transcripts are currently being sent from high schools to IHEs. Each of these transcripts (for public school students) contains the current UIC for each student. The IHE Request for UIC Collection is the means for IHEs to acquire UICs for currently enrolled students who do not have a UIC. The procedures for this collection can be found on the [CEPI IHE Web page](#).

### **Gaining Access to the MSDS**

IHE staff members wishing to have access to the MSDS will need to complete a two-step process, which consists of:

Obtaining a Single Sign-On (SSO) account and  
Completing and submitting the appropriate security agreement form to CEPI, signed by yourself and the Institution Registrar. These forms are posted in the STARR Support Documents section of the [CEPI IHE Web page](#).

You will receive access to the application when both of the above steps have been completed and verified by CEPI. For more detailed information, please refer to the SSO User's Guide and security forms posted in the STARR Support Documents section of the [CEPI IHE Web page](#). If you experience problems with your account or password, please contact CEPI at 517-335-0505 or by email at: [CEPI@michigan.gov](mailto:CEPI@michigan.gov).



### **Tips for Gaining Access to the MSDS**

Security agreements must be signed by the registrar. CEPI staff will verify that the person listed as the registrar on the security agreement form matches the contact listed as the registrar in the membership directory on the MACRAO website.

CEPI staff will also verify that a subscription request has been submitted in SSO and that the information provided on the security agreement form matches the request. Once verified, permission will be granted and the requester will be notified by email.

The SSO subscription expires after 30 calendar days. Please make sure your service agreement form is sent to CEPI about the same time that you request access to prevent auto-rejection notices. Access should be limited to only those persons who will be performing the STARR Collection functions (should range between 2-5 people). MSDS IHE users typically include: technology group members, admissions staff and/or staff from the registrar's office.

### **Removing Access to the MSDS**

When authorized users leave your organization, a removal request must be sent in. CEPI does an annual refresh notice as well. To access the removal request form:

Go to [CEPI's webpage](#).

Click on CEPI Applications.

Under Application Information, click on Removing an MEIS Authorized User.

Follow the instructions for completion of the Removal Request Form.

Once the form is completed, print a copy, obtain the required signatures and fax to CEPI at (517) 335-0488.

[The removal form can be accessed by clicking here.](#)

### **Searching for Entity Codes**

When creating the STARR data file, the Submitting Entity code is required. If you need to look up the Submitting Entity code, follow this procedure in the EEM:

Go to the [EEM webpage](#). Enter the entity's name in the EEM-Search box. Click Go.

## 2017 STARR Data Manual



Michigan.gov Home | CEPI Home | User Guide | Help | Contact CEPI | Glossary | Login

EEM | Profile: Public User | EEM-Search | Go | A- | A+

**Educational Entity Master**

**Authorized User Login**

**What's New** | View All

**Welcome to the Educational Entity Master**

The EEM application replaced the School Code Master and serves as the new directory used for identifying and linking educational entities with many other data collection applications in the state of Michigan. Please note the location of the application user guide, help screens and glossary of terms located in the links at the top right of this message. These tools will help you acclimate to the various search features, reports, mapping capabilities and data sets within the EEM. If you need additional guidance for using the EEM, we suggest you go to the following URL to view resources available on the Center for Educational Performance and Information EEM Web page. Thank you.

[EEM Web Page](#)

The Educational Entity Master is a repository that contains numbers and basic contact information regarding educational systems in the state of Michigan.

Information exists for public schools, nonpublic schools, intermediate schools districts, and institutions of higher education.

Commonly used information includes

Your search will bring up the desired entity information within the Entity Code column. The entity code is a five-digit code which may include a leading zero. Please do not cut off the leading zero, as it is a digit in the code.



Michigan.gov Home | CEPI Home | User Guide | Help | Contact CEPI | Glossary | Login

EEM | Profile: Public User | EEM-Search | Go | A- | A+

EEM Home > Entity EEM-Search

**Search Results**

Your search yielded 1 result(s).

Filter...

EEM-Search for Kirtland Community College

Name	Entity Code	Parent	Type	County	City	Match Ranking
<a href="#">Kirtland Community College</a>	05213		Higher Education College/University	Roscommon	ROSCOMMON	1

Items per page: ALL | Page 1 of 1 | Excel | Export

= Closed Entity.

Mailing/Contacts | Download Entity Data | Back

## **Getting Assistance with Data Submissions**

The [CEPI IHE Web page](#) contains the most up-to-date information about the STARR collection. This page includes training tools, communications, security information and general MSDS resources. Users can also click a collection name in the MSDS Data Collections section for detailed information including XML schemas and sample files for that collection.

If you are an entity authorized user and are having technical difficulties submitting data to CEPI, please send an email message to CEPI customer support at [cepi@michigan.gov](mailto:cepi@michigan.gov) or call 517-335-0505 and follow the prompts. Please provide your name, and entity name, CEPI application name, your telephone number (including area code and extension), your email address and your specific questions.

## **Collections, Components and Characteristics**

### **Collections**

- A set of components submitted for a particular purpose within a particular timeframe
  - IHE Request for UIC
  - STARR

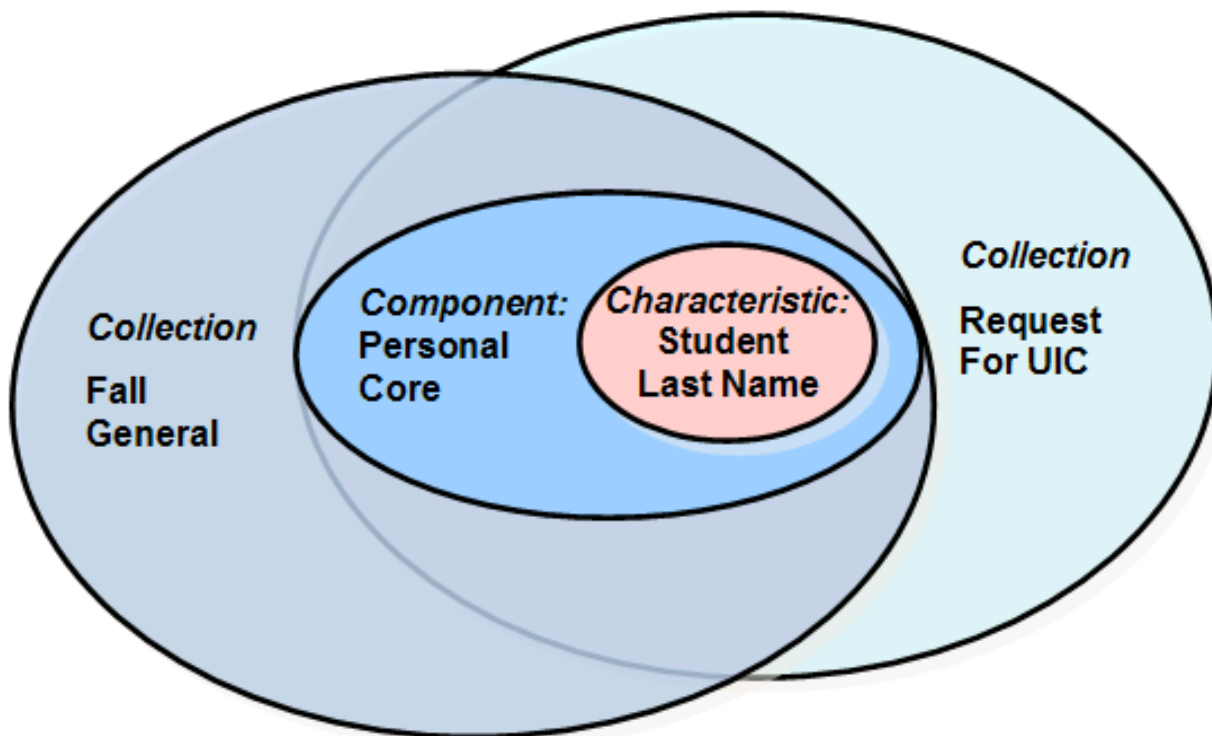
### **Components**

- Logical groupings of characteristics
- Allow groups of characteristics to be conditionally required
- Components may be included in multiple collections
- Components may be multi-valued (occurring more than once in a collection)

### **Characteristics**

- Fields (data elements) associated with a student
- Each characteristic may only be included in one component
- Characteristics may be multi-valued (occurring more than once in the component)

### **C<sup>3</sup> - Example**



## **Certification**

Certification is the process wherein an authorized MSDS user reviews and approves data within the STARR collection, indicating that to the best of his/her knowledge the data are accurate and complete. Certifying a collection officially submits the data to CEPI.

- **Reports Review** – Confirm that the data are accurate
- **Quality Review** – Last step in the error check process
- Certification **officially submits data** to CEPI.
- By clicking the certification check box, the user is confirming "**that this information is valid and correct to the best of my knowledge**" on behalf of the IHE.

The MSDS provides several built-in layers of data validation and quality-check functions.

When a user uploads a data file to the system, the MSDS automatically checks the file against the schema requirements. If the file does not meet these basic criteria, the system will not process it and will not transfer the file into the data Staging Area.

For more information about XML and schema validation, please refer to the [XML Validation Guide](#) located on the [CEPI MSDS Web page](#).

After your uploaded file has passed the initial file-validation checks, the data are processed into the Staging Area where they go through additional field-level validation to check for data accuracy. These checks look at business rules as well as UIC matching. The system generates error, warning and resolution messages when a business rule is not followed. (Please refer to the "Help and Training" and "Technical Material" sections of the [CEPI MSDS Web page](#) for more information about how the system functions.)

You must correct student records that have errors and complete all UIC resolution before you can certify your collection. For detailed information about UIC resolution, please refer to the UIC Support Documents on the [CEPI IHE Web page](#). You should also review warnings to assure that the data are correct. The system generates warnings when the data are outside of the expected parameters for the STARR field, but may still be correct. Warnings will not prevent you from certifying a collection.

Once you have resolved all of the student records within the collection and they are error-free, you should review the reports provided by MSDS to confirm that the data are accurate, and then certify the collection.

## **STARR Fields in Alphabetical Order**

<b>Characteristic Name</b>	<b>Required</b>	<b>Minimum Occurrences</b>	<b>Maximum Occurrences</b>	<b>Minimum Length</b>	<b>Maximum Length</b>
Academic Award Date	Conditionally Required	1*	1		
Academic Award Level	Conditionally Required	1*	1		
Academic Award Title	Conditionally Required	1*	1	1	80
Academic Letter Grade	Conditionally Required	0	1	1	10
Academic Program Name	Conditionally Required	1*	1	1	60
Academic Program Type	Conditionally Required	1*	1		
Academic Session Grade Point Average	Yes	1	1		
Contact Hours	Optional	0	1		
Course Academic Grade	Conditionally Required	0	1		
Course Academic Grade Scale Code	Yes	1	1		
Course Academic Grade Status Code	Yes	1	1		
Course CIP Code	Optional	0	1	5	7
Course Credit Attempted	Yes	1	1		
Course Credit Basis	Yes	1	2		
Course Credit Earned	Yes	1	1		
Course End Date	Yes	1	1		
Course Number	Yes	1	1	1	15
Course Start Date	Yes	1	1		
Course Subject Abbreviation	Yes	1	1	1	10
Course Title	Yes	1	1	1	60
CTE Concentrator	Optional	0	1		
Cumulative Grade Point Average	Yes	1	1		
Date Of Birth	Yes	1	1		
Degree CIP Code	Conditionally Required	1*	1	5	7

## **2017 STARR Data Manual**

<b>Characteristic Name</b>	<b>Required</b>	<b>Minimum Occurrences</b>	<b>Maximum Occurrences</b>	<b>Minimum Length</b>	<b>Maximum Length</b>
Degree Or Certificate Seeking Student	Yes	1	1		
Economically Disadvantaged	Optional	0	1		
Entry Date	Yes	1	1		
Ethnicity Code	Yes	1	1		
First Name	Yes	1	1	1	50
Gender	Yes	1	1		
High School Student	Yes	1	1		
Last Name	Yes	1	1	1	50
Local Student ID	Yes	1	1	1	20
Middle Name	Optional	0	1	1	50
Military Status	Optional	0	1		
Multiple Birth Order	Optional	0	1	1	1
Postsecondary Enrollment Type	Yes	1	1		
Previous Last Name	Optional	0	1	1	50
Primary Academic Level	Optional	1	1		
Program CIP Code	Conditionally Required	0	1	5	7
Race Code	Yes	1	1		
Residency Status Code	Yes	1	1		
Session End Date	Yes	1	1		
Session Name	Yes	1	1		
Session Start Date	Yes	1	1		
Session Type	Yes	1	1		
State Province Code	Conditionally Required	0	1	2	2
Student Level Code	Yes	1	1		
Student Suffix	Optional	0	1	1	10
Submitting Entity	Yes	1	1	5	5
UIC	Yes	1	1	10	10

\*If the component that this characteristic falls within is submitted in the STARR file, then you must also submit this characteristic.

## STARR Fields

### Academic Award Date

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	1	1			Date (only); YYYY-MM-DD

#### Definition

The year, month and day in which the academic award was conferred.

#### Specifications or Enumerations

Date (only); YYYY-MM-DD

#### Format Example

2010-05-01

#### Instructions

- Enter the year, month and day in which the student's academic award was conferred.
- If you enter anything other than the "YYYY-MM-DD" format or exceed the character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are conditionally required to report this data element if the student received one or more awards from your institution or when submitting any characteristic within the Academic Award Component (AcademicAwardLevel, AcademicAwardTitle and DegreeCIPCode).
- This data element is required when submitting the Academic Award Component.
- Submit all academic awards conferred on or before August 31<sup>st</sup>.

#### Tips

If your institution only stores the award date and not the conferred date, report the award date.

#### Usage

MI School Data, Student Pathways Data File, Postsecondary Success Rates, College Progression by Graduating Class, Student Pathways Aggregate by High School, Awards Conferred



## Academic Award Level

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	1	1			Select only one from a table below

### Definition

Upon graduation/completion, the code that represents the level of achievement the student has received.

### Specifications or Enumerations

Enumeration	Definition
1	Postsecondary award, certificate, or diploma of less than 1 academic year
2	Postsecondary award, certificate, or diploma of at least 1 but less than 2 academic years
3	Associate's Degree
4	Postsecondary award, certificate, or diploma of at least 2 but less than 4 academic years
5	Bachelor's Degree
6	Postbaccalaureate Certificate
7	Master's Degree
8	Post-Master's Certificate
17	Doctor's Degree-Research/Scholarship
18	Doctor's Degree-Professional Practice
19	Doctor's Degree-Other

### Instructions

- Enter the code that represents the level of achievement the student has received upon graduation/completion.
- This characteristic is intended to align with the NCES CEDS enumerations. The institution is to report students in the categories, which your institution currently uses.
- If you enter anything other than one of the 11 acceptable enumerations, or exceed the character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are conditionally required to report this data element if the student received one or more awards from your institution or when submitting any characteristic within the Academic Award Component (AcademicAwardDate, AcademicAwardTitle and DegreeCIPCode).
- This data element is required when submitting the Academic Award Component.

## ***2017 STARR Data Manual***

### **Usage**

MI School Data, Student Pathways Data File, Postsecondary Success Rates, College Progression by Graduating Class, Student Pathways Aggregate by High School, Awards Conferred

## **Academic Award Title**

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	1	1	1	80	Text

### **Definition**

The descriptive title for the academic award.

### **Specifications or Enumerations**

Text (80)

### **Format Example**

Master of Arts in Economics

### **Instructions**

- Enter the title of the academic award.
- Separate all words with a space.
- If you enter anything longer than the 80 character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the academic award title is longer than 80 characters, enter the first 80 characters.
- Spaces between words count as a character.
- You are conditionally required to report this data element if the student received one or more awards from your institution or when submitting any characteristic within the Academic Award Component (AcademicAwardDate, AcademicAwardLevel and DegreeCIPCode).
- This data element is required when submitting the Academic Award Component.

### **Tips**

If your institution does not supply the major/concentration within the award title for undergraduate students, please report the full title your institution uses (e.g., Bachelor of Science).

### **Usage**

MI School Data, Student Pathways Data File, Postsecondary Success Rates, College Progression by Graduating Class, Student Pathways Aggregate by High School, Awards Conferred

## Academic Letter Grade

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	0	1	1	10	Text

### Definition

The alphabetical grade earned in the course.

### Specifications or Enumerations

Text (10)

### Format Example

B+

### Instructions

- Indicate the alphabetical grade earned in the course (e.g., A, C+, E/NC, HP, DIST).
- Report the AcademicLetterGrade for all courses reported or go as far back as the data are feasible.
- If you enter anything longer than the 10 character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are conditionally required to report this data if the student received a letter grade for the course.

### Suggested Validation Check

The letter grade must correspond to the PESC Grade Scale  
 <CourseAcademicGradeScaleCode> code (e.g., if Grade Scale  
 <CourseAcademicGradeScaleCode> = "43", the letter grade must = "A", "B", "C" or "NC").

### Tips

[Grading scales can be accessed on page 65 of the PESC guide by clicking here.](#)

### Usage

MI School Data, Student Pathways Data File

## Academic Program Name

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	1	1	1	60	Text

### Definition

Your internal name of the program, major, minor or field of study the student is working toward.

### Specifications or Enumerations

Text (60)

### Format Example

American History

### Instructions

- Enter the name of the program, major, minor or field of study for which the student is working toward.
- Separate all words with a space.
- If you enter anything longer than the 60 character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the name is longer than 60 characters, enter the first 60 characters.
- Spaces between words count as a character.
- You are conditionally required to report this data element if the student has any StudentLevelCode other than "Nondegree Undergraduate, Nondegree Graduate, Community College Seeking Transfer To 4 Year Only or Professional or Technical Credential".
- This data element is required when submitting the Academic Program Component.

### Usage

MI School Data, Student Pathways Data File

## Academic Program Type

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	1	1			Select only one from the table below

### Definition

The type of academic program the student is working toward.

### Specifications or Enumerations

Enumeration	Definition
Concentration	
Focus	
Major	
Minor	
SecondMajor	
Specialization	

### Instructions

- Enter the type of program the student is working toward.
- Enumerations are based on the PESC standard. The institution is to report students in the categories which your institution currently uses.
- If you enter anything other than one of the six acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are conditionally required to report this data element if the student has any StudentLevelCode other than "Nondegree Undergraduate, Nondegree Graduate, Community College Seeking Transfer To 4 Year Only or Professional or Technical Credential".
- This data element is required when submitting the Academic Program Component.

### Tips

- Although a third major and second minor are not acceptable enumerations according to the PESC standard, if an institution wishes to report these, list them in chronological order and code as "SecondMajor" or "Minor", respectively (if these are not already distinguished by "Concentration", "Focus" or "Specialization").
- Only use "Specialization" for those graduate, specialist or doctoral programs that use this distinction. Otherwise, use the enumeration which applies.
- Some community colleges have been coding Associates degrees and Certificates as "Major" and "Minor".
- You must submit the enumeration exactly as it appears here, showing each word beginning with a capital letter and no spaces between the words.

### Usage

MI School Data, Student Pathways Data File

## **Academic Session Grade Point Average**

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1	0.00		Decimal

### **Definition**

The grade point average (GPA) for the respective academic session.

### **Specifications or Enumerations**

Decimal

### **Format Example**

3.44

### **Instructions**

- Enter the student's GPA for the respective academic term with the decimal.
- Report the AcademicSessionGradePointAverage for all sessions reported or go as far back as the data are feasible.
- If you enter anything other than the decimal format, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element
- You may not report blanks.

### **Suggested Validation Check**

GPAs cannot be greater than what your institution uses (e.g., 4.2, 5.0).

### **Usage**

MI School Data, Student Pathways Data File and College Transfer report

## **Contact Hours**

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1	0.00		Decimal

### **Definition**

The "seat" time in front of the instructor.

### **Specifications or Enumerations**

Decimal

### **Format Example**

3.0

### **Instructions**

- Indicate the decimal equivalent of the "seat" time in front of the instructor (e.g., 0.0, 1.0, 9.99, and 16.00).
- Report the ContactHours for all courses reported or go as far back as the data are feasible.
- If you enter anything other than the acceptable decimal format, the system will generate a file-level error and will reject the file upon upload.
- You are not required to report this data element. It is recommended that you report this data element if credit hours are not applicable for the enrolled course.

### **Tips**

Contact hours are also known as non-credit hours or clock hours.

### **Usage**

MI School Data, Student Pathways Data File



## Course Academic Grade

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	0	1	0.00		Decimal

### Definition

The final numeric grade awarded for participation in the course.

### Specifications or Enumerations

Decimal

### Format Example

3.5

### Instructions

- Indicate the decimal equivalent of the final numeric grade awarded for participation in the course.
- Report the CourseAcademicGrade for all courses reported, or go as far back as the data are feasible.
- If you enter anything other than the acceptable decimal format, the system will generate a file-level error and will reject the file upon upload.
- You are conditionally required to report this data element if the student received a numeric grade for the course.

### Suggested Validation Check

The numeric grade must correspond to the PESC Grade Scale  
 <CourseAcademicGradeScaleCode> code (e.g., if Grade Scale  
 <CourseAcademicGradeScaleCode> = "79", the numeric grade must = "4.0", "3.0",  
 "2.0", "1.0" or "0.0".

### Tips

[Grade scale codes can be accessed on page 65 of the PESC guide by clicking here](#)

### Usage

MI School Data, Student Pathways Data File

## Course Academic Grade Scale Code

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1			Select only one code from the PESC Guide in Appendix H

### Definition

The grading scale used by your institution for the enrolled course.

### Specifications or Enumerations

Select only one code from the Appendix C of the PESC guide on page 65.

### Format Example

25

### Instructions

- Indicate the grading scale used by your institution for the enrolled course.
- See PESC Appendix C for codes.
- Codes range from 01-99.
- Report the Course Academic Grade Scale Code for all courses reported, or go as far back as the data are feasible.
- If you enter anything other than one of the acceptable codes, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

### Tips

- If the student withdrew from the course, received an incomplete or received academic forgiveness, the course still has a grading scale. Report this grading scale.
- [Grade scale codes can be accessed by clicking here on page 65 of the PESC guide](#)
- If reporting programs that have a grade scale over 5.0, use the grading scales: "01", "15" or "53" from Appendix C in the PESC Guide.

### Usage

MI School Data, Student Pathways Data File

## Course Academic Grade Status Code

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1			Select only one from the table below

### Definition

The student's disposition for the enrolled course for the respective academic session.

### Specifications or Enumerations

Enumeration	Definition
AuditedCourse	Audited or visited the course
HonorsGrade	Honors grade
Incomplete	Did not complete all of the course requirements at the time of grade assignment
IncompleteNotResolvedFail	Failing/no pass/unsatisfactory grade awarded because incomplete, not resolved or unsatisfactory
InProgress	Course is in progress and a permanent grade is not yet assigned
NotYetReported	No grade reported yet by the instructor (although the course has ended)
OtherFail	Other not passing/unsatisfactory grade not described above
OtherPass	Other passing/satisfactory grade not described above
PassFailFail	Failing grade in a course (credit or non-credit) which is normally, or based on student option, given a pass/fail or satisfactory/unsatisfactory designation
PassFailPass	Passing grade in a course (credit or non-credit) which is normally, or based on student option, given a pass/fail or satisfactory/unsatisfactory designation
TransferNoGrade	Transfer credit; grade not carried on receiving institution's transcript
Withdrew	Disenrolled from the course
WithdrewFailing	Withdrew at the time of a failing grade
WithdrewNoPenalty	Withdrew without penalty or pass/fail designation
WithdrewPassing	Withdrew at the time of a passing grade

### Instructions

- Indicate the student's current disposition for the enrolled course.
- Enumerations are based on the PESC standard. The institution is to report students in the categories which your institution currently uses.
- Report the CourseAcademicGradeStatusCode for all courses reported or go as far back as the data are feasible.

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- If you enter anything other than one of the 15 acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.
- Indicate if the course is a transfer course by using the TransferNoGrade enumeration.

### **Tips**

- "OtherPass" = the student successfully completed the course and earned a grade.
- "OtherPass" = the student successfully completed the course and earned a grade, but the grade does not count towards the major/program.
- "PassFailPass" = classes in which the student received this grade
- If your institution uses "NS = No Show," do not report this course in the STARR data file.
- You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words.

### **Usage**

MI School Data, Student Pathways Data File

## Course CIP Code

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1	5	7	2 digits, a decimal point, then 2 or 4 digits

### Definition

The Classification of Instructional Programs (CIP) code used by the US Department of Education's NCES to describe the area of study for the course.

### Specifications or Enumerations

2 digits, a decimal point, then 2 or 4 digits

### Format Example

03.0100

### Instructions

- Enter the CIP code for the course using the 2010 IPEDS version with the decimal point.
- Report the CourseCIPCode for all courses reported, or go as far back as the data are feasible.
- If you enter anything shorter than the five character minimum or longer than the seven character maximum, the system will generate a file-level error and will reject the file upon upload. You are not required to report this data element when submitting a file.
- This characteristic is available for those institutions which assign CIP codes to particular courses and wish to report those.
- Verify CIP codes by going to the NCES Web page.

### Tips

[Go here for 2010 CIP Codes.](#)

### Usage

MI School Data, Student Pathways Data File

## **Course Credit Attempted**

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1	0.00		Decimal

### **Definition**

The total value of credit hours attempted for a respective course.

### **Specifications or Enumerations**

Decimal

### **Format Example**

4.0

### **Instructions**

- Indicate the decimal equivalent of the total value of credit hours attempted for the respective course (e.g., 0.0, 1.0, 9.99, and 16.00).
- Report the CourseCreditAttempted for all courses reported, or go as far back as the data are feasible.
- If you enter anything other than the acceptable decimal format, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.

### **Usage**

MI School Data, Student Pathways Data File

## Course Credit Basis

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	2			Select from the table below

### Definition

Developmental/remedial education courses teach academically under-prepared students the skills they need to succeed in college-level courses. These courses provide learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned. Basic competency is defined as reading, writing, mathematics and science.

### Specifications or Enumerations

Enumeration	Definition
Regular	A course not designated as Remedial
RemedialESL	An English as a Second Language course providing learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned.
RemedialMath	A math course providing learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned.
RemedialReading	A reading course providing learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned.
RemedialScience	A science course providing learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned.
RemedialWriting	A writing course providing learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned.

### Instructions

- Indicate if the enrolled course is considered by the college/university to be a remedial or regular course.
- Only report developmental/remedial courses in ESL, reading, writing, mathematics and science.
- This is a multi-select field unless you select Regular. For example, you can choose RemedialWriting and RemedialReading to identify a vocabulary course.
- If you enter anything other than one of the five acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- Report the CourseCreditBasis for all courses reported, or go as far back as the data are feasible.
- You are required to report this data element.
- You may not report blanks.

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### **Tips**

- Developmental/remedial courses to *exclude*, for example, are "How to Succeed in College," "Freshman Seminar" and "Note Taking."
- Computer courses should not be considered remedial courses.
- English as a Second Language (ESL) courses should be included as remedial and reported as RemedialESL.

[The remedial definition is from page 13 of the Activities Classification Structure manual, which can be accessed by clicking here.](#)

- You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words

### **Usage**

MI School Data, College Remedial Coursework Report and Student Pathways Data File



## **Course Credit Earned**

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1			Decimal

### **Definition**

The total value of credit hours successfully completed or earned for the respective course.

### **Specifications or Enumerations**

Decimal

### **Format Example**

3.0

### **Instructions**

- Indicate the decimal equivalent of the total value of credit hours successfully completed or earned for the respective course (e.g., 0.0, 1.0, 9.99, and 16.00).
- Report the CourseCreditEarned for all courses reported, or go as far back as the data are feasible.
- If you enter anything other than the acceptable decimal format, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.

### **Usage**

MI School Data, 24 College Credits and Student Pathways Data File

## **Course End Date**

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			YYYY-MM-DD

### **Definition**

The year, month and day an instance of a course officially ended.

### **Specifications or Enumerations**

Date (only); YYYY-MM-DD

### **Format Example**

2010-12-13

### **Instructions**

- Enter the year, month and day in which the course officially ended. .
- Report the CourseEndDate for all courses reported, or go back as far as the data are feasible.
- If you report anything other than the "YYYY-MM-DD" format specified above, the system will generate a file- level error and will reject the file upon upload
- You are required to report this data element when submitting a file.

### **Usage**

MI School Data

## **Course Number**

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1	1	15	N/A

### **Definition**

The official reference number/code portion of a course identifier.

### **Specifications or Enumerations**

N/A

### **Format Example**

410

### **Instructions**

- Enter the numeric or alpha-numeric reference code of the course identifier.
- This is the second part of the total course identifier (e.g., 100, 325, 4210, 125B, A430).
- Report the CourseNumber for all courses reported, or go as far back as the data are feasible.
- If you enter anything longer than the 15 character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.

### **Tips**

This course identifier is college/university specific.

### **Usage**

MI School Data, Student Pathways Data File

## **Course Start Date**

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			YYYY-MM-DD

### **Definition**

The year, month and day an instance of a course officially began.

### **Specifications or Enumerations**

Date (only); YYYY-MM-DD

### **Format Example**

2010-08-23

### **Instructions**

- Enter the year, month and day in which the course officially began.
- Report the CourseStartDate for all courses reported, or go back as far as the data are feasible.
- If you report anything other than the "YYYY-MM-DD" format specified above, the system will generate a file-level error and will reject the file upon upload
- You are required to report this data element when submitting a file.

### **Usage**

MI School Data

## **Course Subject Abbreviation**

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1	1	10	N/A

### **Definition**

The alphabetic abbreviation of the academic department or discipline offering the course.

### **Specifications or Enumerations**

N/A

### **Format Example**

ENG

### **Instructions**

- Enter the alphabetic abbreviation of the academic department or discipline offering the course.
- This is the first part of the total course identifier (e.g., ENG, HIS, MTH).
- If you enter anything longer than the 10 character maximum, the system will generate a file-level error and will reject the file upon upload.
- Report the CourseSubjectAbbreviation for all courses reported, or go as far back as the data are feasible.
- You are required to report this data element.

### **Tips**

- This course identifier is college/university specific.
- If a student repeated a course, this course would be included in the file under the respective term in which the course was repeated.

### **Usage**

MI School Data, Student Pathways Data File

## **Course Title**

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1	1	60	N/A

### **Definition**

The name or title of the course.

### **Specifications or Enumerations**

N/A

### **Format Example**

Calculus II

### **Instructions**

- Enter the name or title of the course.
- Separate all words with a space.
- Report the CourseTitle for all courses reported, or go as far back as the data are feasible.
- If you enter anything longer than the 60 character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the full name or title is longer than 60 characters, enter the first 60 characters.
- Spaces between words count as a character.
- You are required to report this data element.

### **Tips**

The course name is college/university specific.

### **Usage**

MI School Data, Student Pathways Data File

## CTE Concentrator

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1			Select only one from the table below

### Definition

A CTE concentrator is a postsecondary student who meets one of the following:

(1) Completes at least 12 academic or CTE credits (excluding developmental) within a single CTE program area sequence that is comprised of 12 or more academic and technical credits and terminates in the award of an industry-recognized credential, a certificate or a degree. These credits must have been earned as of the beginning of the fall semester of the reporting year. (All CTE program completers are, by definition, CTE concentrators).

(2) Completes a short-term CTE program sequence of less than 12 credit units that terminates in an industry-recognized credential, a certificate or a degree. Further, per the state's Perkins Core Performance Indicator Definitions, all CTE program completers are by definition CTE concentrators.

### Specifications or Enumerations

Enumeration	Definition
Yes	
No	

### Instructions

- Indicate if the student completed CTE credits or completed a CTE program during the reporting year.
- Separate all words with a space.
- If you enter anything other than one of the acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are not required to report this data element. If you know that the student has taken CTE credits or completed a CTE program meeting the criteria above, it is recommended that you include this data element to complete the student's academic record.

### Tips

You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter.

### Usage

MI School Data, Student Pathways Data File

## Cumulative Grade Point Average

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1			Decimal

### Definition

The cumulative GPA for all courses taken as shown by the term being submitted.

### Specifications or Enumerations

Decimal

### Format Example

3.89

### Instructions

- Enter the student's cumulative GPA for each academic session reported during the collection window.
- Report the CumulativeGradePointAverage for all sessions reported. This is not limited to just students who received an award(s) from your institution.
- If a student was an undergraduate at your institution and is now a graduate student (or is concurrently enrolled at both levels), do not combine the cumulative GPAs; report the respective cumulative GPA for that academic session.
- If some students do not receive a cumulative GPA (e.g., medical students), report the cumulative GPA as "0.00" and notify CEPI customer support which student records were reported this way.
- If you enter anything other than the decimal format, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

### Tips

If the student started your college in Fall 2010 and the term being reported is Fall 2012, report the CumulativeGradePointAverage as of Fall 2012, not as of Winter/Spring 2014 when the STARR collection is due.

### Usage

MI School Data, Student Pathways Data File and College Transfer report



## Date Of Birth

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Date (only); YYYY-MM-DD

### Definition

The date of birth as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or the application as entered by the student.

### Specifications or Enumerations

Date (only); YYYY-MM-DD

### Format Example

1988-11-06

### Instructions

- Enter the year, month and date of birth for the student.
- If you enter anything other than the required "YYYY-MM-DD" format, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.

### Tips

- The UIC is required to be included in the STARR data file. If the student has a UIC, the student has a documented date of birth in the MSDS. You can do individual student searches in the MSDS to obtain the date of birth. [More information on how you can perform an UIC student search can be found in the document found by clicking this link.](#)
- If you do not know the date of birth for a particular student, you should work with your IHE's admissions staff or your MSDS authorized user to obtain this information.

### Usage

MI School Data, Postsecondary Reports

## Degree CIP Code

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	1	No Limit	5	7	2 digits, a decimal point, then 2 or 4 digits

### Definition

The code indicating a discipline or field of study assigned by the Classification of Instructional Programs (CIP) and used by the US Department of Education's NCES.

### Specifications or Enumerations

2 digits, a decimal point, then 2 or 4 digits

### Format Example

03.0101

### Instructions

- Enter the CIP code for the degree using the 2010 IPEDS version with the decimal point.
- If you enter anything longer than the five character minimum and the seven character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are conditionally required to report this data element if the student received one or more awards from your institution or when submitting any characteristic within the Academic Award Component (AcademicAwardDate, AcademicAwardLevel and DegreeCIPCode).
- Multiple DegreeCIPCodes are allowed per Academic Award when a student also has double or triple majors or minors.
- This data element is required when submitting the Academic Award Component.
- Verify CIP codes by going to the NCES Web page.

### Tips

[The 2010 CIP Codes can be found by clicking this link.](#)

### Usage

MI School Data, Student Pathways Data File

## Degree Or Certificate Seeking Student

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Select only one from the table below

### Definition

Person is enrolled in courses for credit and recognized by the institution as seeking a degree, certificate, or other formal award.

### Specifications or Enumerations

Enumeration	Definition
Yes	
No	

### Instructions

- If you enter anything other than one of the acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.

### Tips

You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter.

### Usage

MiSchoolData, Success Rates

## Economically Disadvantaged

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1			Select only one from the table below

### Definition

Eligible to receive Pell Grant (any amount) during the reporting year.

### Specifications or Enumerations

Enumeration	Definition
NotPellEligible	
PellEligible	

### Instructions

- Indicate if the student was eligible to receive a Pell Grant (any amount) during the reporting year. This is exclusive of whether or not the student actually accepted Pell Grant funds.
- If you enter anything other than one of the two acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are not required to report this data element. If you know the student's economically disadvantaged status, it is recommended that you include this data element to complete the student's academic record.

### Tips

You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words.

## Entry Date

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1			Date (only); YYYY-MM-DD

### Definition

The year, month and day of the first course enrollment at your institution.

### Specifications or Enumerations

Date (only); YYYY-MM-DD

### Format Example

2009-08-21

### Instructions

- Enter the year, month and day the student first enrolled in a course at your institution.
- This date remains the same regardless of the collection.
- Enrollment is not tied to First Time in Any College (FTIAC) and is defined as registering/enrolling for at least one credit, regardless of whether the student completed that credit or not.
- Use the IHE count date to determine the student's enrollment, and then report the date of the first course enrollment at your institution.
- If you enter anything other than the "YYYY-MM-DD" format, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.
- Follow the Tips below as closely as possible, as these data are critical in the way dates are calculated in the MI School Data reports.

### Tips

- Enrollment date does not change; enrollment date is the year, month and day of the first time the student enrolled in your institution. Enrollment date is *not* affected by a student enrolled in your institution as:
  - an undergraduate who was then accepted as a graduate student,
  - a non-degree seeking student who was later admitted as a degree-seeking student,
  - a high school dual enrolled or guest student who was later admitted as a freshman or transfer,
  - a student who enrolled, stopped taking classes and enrolled again.
- CEPI will use the enrollment date to determine if the student enrolled at an IHE after graduating from high school, per ARRA reporting requirements. However, if a high school student is dual-enrolled, CEPI will take into account the date of graduation from the high school.

### Usage

MI School Data, Postsecondary Reports

## Ethnicity Code

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1			Select only one from the table below

### Definition

Indication that the student traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, or other Spanish cultures, regardless of race.

### Specifications or Enumerations

Enumeration	Definition
Non-Hispanic/Non-Latino	The student does not trace his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, or other Spanish cultures, regardless of race.
Hispanic/Latino	The student traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, or other Spanish cultures, regardless of race.
Unknown	The institution has not been notified by the student whether he or she traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, or other Spanish cultures, regardless of race.

### Instructions

- Indicate if the student traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, or other Spanish cultures, regardless of race.
- If you enter anything other than one of the three acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

### Tips

- Race is not collected at the federal level for students indicated as Hispanic/Latino. Therefore, IPEDS reporting does not break Hispanic/Latino further out by race. The STARR data file does collect race on students indicated as Hispanic/Latino. However, to be consistent with IPEDS numbers, CEPI agreed to not report the race of the Hispanic/Latino students.
- You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words.

### Usage

MI School Data, Student Pathways Data File and College Transfer report, College Enrollment by High School

## First Name

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1	1	50	Names (letters, apostrophes, commas, hyphens, periods)

### Definition

A name given at birth, baptism, naming ceremony, or through a legal name change as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or the application as entered by the student.

### Specifications or Enumerations

Names (letters, apostrophes, commas, hyphens, periods)

### Format Example

David

### Instructions

- Enter the full first name of the student.
- If you enter anything longer than the 50 character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the full first name is longer than 50 characters, enter the first 50 characters.
- You are required to report this data element.
- You may not report blanks.

### Suggested Validation Check

- The word "null" cannot be used.
- Numeric characters cannot be used.
- Check to see if the first name matches the last name.

### Tips

- If a student has only one name, contact CEPI customer support and indicate:
  - 1) the student's name,
  - 2) the student's date of birth,
  - 3) the student's gender,
  - 4) the student's nationality and
  - 5) if the student came from a Michigan high school.
- Contacting CEPI will enable these rare instances to be handled on a case-by-case basis. If the student came from a Michigan high school, CEPI will search within the MSDS to locate the student. Also, notifying CEPI of the student's nationality will serve as a means to monitor if a certain nationality tends to have this scenario.

### Usage

MI School Data, Student Pathways Data File

## Gender

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1			Select only one from the table below

### Definition

The gender (sex) of the student.

### Specifications or Enumerations

Enumeration	Definition
M	The student is male.
F	The student is female.

### Instructions

- Enter the gender (sex) of the student as it appears on enrollment documents.
- If you enter anything other than one of the two acceptable enumerations or exceed the character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

### Tips

You must submit the enumeration exactly as it appears here.

### Usage

MI School Data, Postsecondary Reports



## High School Student

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1			Select only one from the table below

### Definition

An indication of whether a high school student was taking postsecondary courses during the academic session.

### Specifications or Enumerations

Enumeration	Definition
Dual Enrolled	High School students may participate in dual enrollment by attending at least one high school course at a public or approved non-public high school and simultaneously attending an eligible degree-granting postsecondary institution. A course is eligible if the same course content is not available at the high school or if a student is unable to take the high school course due to a scheduling conflict. Eligible courses must be able to be counted toward accreditation, certification, licensing and/or postsecondary degrees. The K12 District must allow the student to dual enroll if they have a qualifying score on the ACT Plan, PSAT or Michigan Merit Exam. School districts are required to have an annual announcement regarding this option. This does not prohibit a high school from negotiating dual enrollment options for any student regardless of eligibility.
Other High School Student	Any other high school student.
Concurrent Enrollment	High school students taking college-level courses at the high school building during the school day. These courses are either taught by high school teachers meeting college qualifications for adjunct faculty, or by post-secondary faculty teaching in the high school classroom. Eligible courses must be able to be counted toward accreditation, certification, licensing and/or postsecondary degrees. Most high schools may require the student to apply for, and test into, college level courses and/or complete specific prerequisites.
Not High School Student	Not a high school student currently attending your Institution of Higher Education.
Early Middle College	High school students attending a five-year high school program designed to allow a pupil to earn a high school diploma and substantial college credit through an additional fifth year of study (Early Middle College). Eligible courses must be able to be counted toward accreditations, certification, licensing and/or postsecondary degrees.

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### **Instructions**

- Indicate the type of postsecondary enrollment option exercised by the high school student, or if the student enrolled outside of the postsecondary enrollment options.
- If you enter anything other than one of the four acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- If you have high school students who were in enrolled in your institution, you must identify the student's postsecondary enrollment option exercised.

### **Citation**

School Aid Act, MCL 388.1809 (5) and MCL 388.1845 (6)

### **Tips**

- You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter.
- This is the only data element where a space is included between the words.
- Report all high school students who are enrolled in eligible college courses earning some type of postsecondary credit. Eligible courses must be counted toward accreditation, certification, licensing and/or postsecondary degrees.

### **Usage**

MI School Data, Postsecondary Reports and portions of the Section 209 and 245 Budget Transparency Reporting

## **Last Name**

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1	1	50	Names (letters, apostrophes, commas, hyphens, periods)

### **Definition**

A name given at birth, baptism, naming ceremony, or through a legal name change as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or the application as entered by the student.

### **Specifications or Enumerations**

Names (letters, apostrophes, commas, hyphens, periods)

### **Format Example**

Spencer

### **Instructions**

- Enter the full last name of the student.
- If you enter anything longer than the 50 character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the full last name is longer than 50 characters, enter the first 50 characters.
- You are required to report this data element.
- You may not report blanks.

### **Suggested Validation Check**

- The word "null" cannot be used.
- Numeric characters cannot be used.
- Check to see if the first name matches the last name.

### **Tips**

If a student has only one name, contact CEPI customer support and indicate:

- 1) the student's name,
- 2) the student's date of birth,
- 3) the student's gender,
- 4) the student's nationality and
- 5) if the student came from a Michigan high school.

- Contacting CEPI will enable these rare instances to be handled on a case-by-case basis. If the student came from a Michigan high school, CEPI will search within the MSDS to locate the student. Also, notifying CEPI of the student's nationality will serve as a means to monitor if a certain nationality tends to have this scenario.

### **Usage**

MI School Data, Student Pathways Data File

## **Local Student Id**

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1	1	20	Free Form Text

### **Definition**

The school-assigned student ID number.

### **Specifications or Enumerations**

Free Form Text

### **Format Example**

8035356

### **Instructions**

- Enter the student identification number assigned by your institution.
- This can be numeric, alpha-numeric or non-numeric (e.g., 805356, A271402, @1294967, AHY23G).
- This identification number is usually different from the state-assigned student UIC.
- If you enter anything longer than the 20 character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the student ID is longer than 20 characters, enter the first 20 characters.
- You are required to report this data element.
- You may not report blanks.

### **Usage**

MI School Data, Student Pathways Data File

## Middle Name

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1	1	50	Names (letters, apostrophes, commas, hyphens, periods)

### Definition

A name given at birth, baptism, naming ceremony, or through a legal name change as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or the application as entered by the student.

### Specifications or Enumerations

Names (letters, apostrophes, commas, hyphens, periods)

### Format Example

Arthur

### Instructions

- Enter the middle name of the student.
- If you do not have a middle name on record, provide the middle initial.
- If you enter anything longer than the 50 character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the middle name is longer than 50 characters, enter the first 50 characters.
- You are not required to report this data element, as many students do not have middle names. If you know the student's middle name or middle initial, it is recommended that you include this data element to complete the student's academic record.

### Suggested Validation Check

- The word "null" cannot be used.
- Numeric characters cannot be used.

### Usage

MI School Data, Student Pathways Data File

## Military Status

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1			Select only one from the table

### Definition

Indicate the student's military status at the time of admission.

### Specifications or Enumerations

Enumeration	Title	Definition
1	Veteran	A person who served in the active military, naval, or air service, and was discharged or released therefrom under conditions other than dishonorable.
2	Active Member of the Military	A person engaged in full-time duty in the active military service of the United States. This includes members of the Reserve Components serving on active duty or full-time training duty, but does not include full-time National Guard duty.
3	Member of the National Guard or Military Reserves	An active member of the national guard or military reserves.
4	Spouse or Dependent of a Veteran	A spouse or dependent of a veteran as defined above.
5	Spouse or Dependent of an Active Member of the Military	A spouse or dependent of an active member of the military as defined above.
6	Spouse or Dependent of a Member of the National Guard or Military Reserves	A spouse or dependent of a member of the national guard (or military reserve) as defined above.

### Instructions

- Enter the student's military status at the time of admission during the collection window.
- If you enter anything other than one of the six acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.

### Tips

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- The data is supposed to be as of the point of admissions. If the student was enrolled or earned a degree in the STARR collection reporting period then you are to report the student's entire academic record not just what is new for this year.
- Report this data as close to the first admission term possible.
- Report the unverified data at the time of collection, not after financial aid approval.

### **Citation**

School Aid Act, MCL 388.1829 (1) (a) and MCL 388.1875 (1) (d)

## Multiple Birth Order

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1	1	1	Whole Number Integer (0-9)

### Definition

Indicate that the student is part of a multiple birth where siblings share all unique identifying characteristics. MultipleBirthOrder is not intended to identify every case of twins, triplets, etc., in the state. It is only intended to provide some distinguishing data element for cases where twins (triplets, etc.) of the same gender have the same or a similar first name. Each student from such a multiple birth is to have a unique number.

### Specifications or Enumerations

Whole Number Integer (0-9)

### Instructions

- Enter the whole number, zero through nine (0-9) that represents the student's birth order status. NOTE: To accommodate some local student information systems, "0" is accepted for students who are not part of a multiple birth.
- If you enter anything other than a whole number between zero and nine (0-9) in this characteristic, the system will generate a file-level error and reject the file upon upload.

### Usage

MI School Data, Student Pathways Data File



## Postsecondary Enrollment Type

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1			Select only one from the table below

### Definition

An indicator of the enrollment type of a student at the beginning of the respective academic session at the same level (e.g., undergraduate, graduate).

### Specifications or Enumerations

Enumeration	Definition
FirstTime	A student attending for the first time at institution, non-transfer in.
Continuing	A student who attended the reporting institution without a period of a stop-out as defined by your institution. The student would not have previously attended a different institute of higher learning.
Re-admit	A student who attended the reporting institution and stopped-out for a period of time before Re-Admitting to the same reporting institution.
TransferIn	A student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate, graduate). The student may transfer with or without credit. The first session the student attends the institution where they transferred to should report a Postsecondary Enrollment type as "Transfer In".
TransferWorkOnly	A receiving college accepting transfer credit to apply toward the student record when the student was not enrolled at that institution. The past sessions and corresponding courses being transferred for credit from a previous institution should be reported as "Transfer Work Only".

### Instructions

- Enter the student's current PostsecondaryEnrollmentType for each academic session reported during the collection window, as in accordance to your institution's policy.
- If you enter anything other than one of the five acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

### Tips

- "Guest" is the type of student; it is not the student's enrollment type.
- You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words. Except for the Re-admit enumeration.

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- If the student was previously an undergraduate, and is now a graduate student at the same institution, the first session of enrollment at the graduate level is considered FirstTime.
- If the student enters your institution to begin a graduate program, but had previously earned a degree at another institution, the first session of enrollment at your institution should be FirstTime.
- If the student IS a high school student dual enrolled at your institution, the first session of enrollment is considered FirstTime. Every session after that is considered Continuing until high school graduation.
- If the student WAS a high school student dual enrolled at your institution, the first session of enrollment AFTER high school graduation is considered FirstTime. Every session after that is considered Continuing.
- The [College Transfer report on MI School Data](#) considers students submitted as TransferIn as a transfer.

**Usage**      MI School Data, College Transfer and Student Pathways Data File

## Previous Last Name

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	No Limit	1	50	Names (letters, apostrophes, commas, hyphens, periods)

### Definition

A name given at birth, baptism, naming ceremony, or through a legal name change as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or the application as entered by the student.

### Specifications or Enumerations

Names (letters, apostrophes, commas, hyphens, periods)

### Format Example

Berger

### Instructions

- Enter the student's full previous last name if he/she enrolled in your institution with a different last name.
- If you enter anything longer than the 50 character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the full previous last name is longer than 50 characters, enter the first 50 characters.
- You are not required to report this data element, as many students do not have previous last names. If you know the student's previous last name, it is recommended that you include this data element to complete the student's academic record and to aid in connecting the educational records longitudinally.

### Suggested Validation Check

- The word "null" cannot be used.
- Numeric characters cannot be used.
- The previous last name cannot match the last name.

### Tips

- An example of this is a maiden name.
- A student can have more than one last name. Please follow the instructions above when adding additional last names.

### Usage

MI School Data, Student Pathways Data File

## Primary Academic Level

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1			Select only one from the table below

### Definition

An indicator of which AcademicSession is primary when a college chooses to submit the same AcademicSession multiple times for the same student. This may occur when, for example, the student is:

Enrolled as both an undergraduate and graduate student or;  
 Taking courses at the undergraduate level and graduate level or;  
 Degree-seeking and non-degree seeking.

### Specifications or Enumerations

Enumeration	Definition
Yes	Indicator of the Primary Enrollment Type
No	Indicator that this is not the Primary Enrollment Type

### Instructions

- Indicate if the student's PrimaryAcademicLevel within the Academic Session is primary.
- If you enter anything other than one of the acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are not required to report this data element. However, in the event an individual student is being reported for a given Academic Session multiple times, you should identify the student's PrimaryAcademicLevel within the Academic Session.

### Tips

- If one of the enrollments is degree-seeking and one is non-degree seeking, then degree-seeking takes precedence.
- If both enrollments are degree-seeking, then the lower level enrollment takes precedence.
- If both enrollments are non-degree seeking, then the lower level enrollment takes precedence.

### Usage

Enrollment metrics for Postsecondary reports on MI School Data.

## **Program CIP Code**

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	0	1	5	7	2 digits, a decimal point, then 2 or 4 digits

### **Definition**

The code indicating a discipline or field of study assigned by the Classification of Instructional Programs (CIP) by the US Department of Education's NCES.

### **Specifications or Enumerations**

2 digits, a decimal point, then 2 or 4 digits

### **Format Example**

03.0101

### **Instructions**

- Enter the CIP code for the program the student is working toward using the 2010 IPEDS version with the decimal point.
- If you enter anything shorter than the five character minimum or longer than the seven character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are conditionally required to report this data element if the student has any StudentLevelCode other than "Nondegree Undergraduate, Nondegree Graduate, Community College Seeking Transfer To 4 Year Only or Professional or Technical Credential" or when submitting the AcademicProgramName and AcademicProgramType characteristics within the Academic Program Component.

### **Tips**

- [The 2010 CIP Codes can be found by clicking this link.](#)
- Report CIP codes for all majors and minors the student is working toward.
- A student may have more than one major or minor. Please follow the instructions above when adding additional CIP codes.
- If a student has not yet signed/declared a major, but are degree-seeking, institutions generally report the student's program as General Studies (CIP 24.0102) or Liberal Arts and Sciences/Liberal Studies (CIP 24.0101).

### **Usage**

MI School Data, Student Pathways Data File

## Race Code

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1			Select only one from the table below

### Definition

The category used to describe racial groups to which the student belongs or identifies with.

### Specifications or Enumerations

Enumeration	Definition
American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment
Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam
Black or African American	A person having origins in any of the black racial groups of Africa
Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands
White/Caucasian	A person having origins in any of the original peoples of Europe, the Middle East or North Africa
Two or more races	A person having two or more origins in any of the acceptable race enumerations
Unknown	The institution has not been notified by the student of the student's race origin(s)

### Instructions

- Enter the race of the student.
- If you enter anything other than one of the seven acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

### Tips

- You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and include spaces between the words.

### Usage

MI School Data, College Undergraduate, College Transfer and Student Pathways Data File

## Residency Status Code

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1			Select only one from the table below

### Definition

A person's residency status for tuition purposes.

### Specifications or Enumerations

Enumeration	Definition	Acceptable Reporting Institution
InDistrict	The student qualifies for InDistrict tuition and fees	Community Colleges, 2-Year Independent Colleges
InState	The student qualifies for InState tuition and fees	Universities, Independent Colleges
OutOfState	The student qualifies for OutOfState tuition and fees	Community Colleges, Universities and Independent Colleges
NotReported	It is unknown where the student permanently resides relative to where the college/university is located	Community Colleges, Universities and Independent Colleges
International	The student qualifies for International tuition and fees	Community Colleges, Universities and Independent Colleges
OutOfDistrict	The student qualifies for OutOfDistrict tuition and fees	Community Colleges, 2-Year Independent Colleges

### Instructions

- This data element is an indicator of a person's residency status for tuition purposes.
- This characteristic should be updated in each STARR collection if the residency changes.
- If you enter anything other than one of the six acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

### Tips

- You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words.

### Usage

MI School Data, Student Pathways Data File

## **Session End Date**

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			YYYY-MM-DD

### **Definition**

- The year, month and day on which a session ends.

### **Specifications or Enumerations**

Date (only); YYYY-MM-DD

### **Format Example**

2010-12-13

### **Instructions**

- Enter the year, month and day on which a session ends.
- If you report anything other than the "YYYY-MM-DD" format specified above, the system will generate a file-level error and will reject the file upon upload
- You are required to report this data element when submitting a file.

### **Usage**

MI School Data



## Session Name

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1			Select only one from the table below

### Definition

The academic term for which the data are being reported.

### Specifications or Enumerations

Enumeration	Definition
Fall	
Winter	
Spring	
Summer	
Other	

### Instructions

- Enter the term for which the particular data are being reported.
- If you enter anything other than one of the five acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.
- Because summer session dates differ among IHEs, it is difficult to report sessions with overlapping start/end dates as either Early Summer or Late Summer; Therefore, Early Summer and Later Summer sessions were removed and replaced with Summer. IHEs should report all Summer courses as "Summer".

### Tips

- Guidelines for assigning session names are provided below, but the institution should assign session names in accordance to your institutions policy.
- "Fall" term generally begins in late August and ends in December.
- "Winter" term generally begins in January and ends in early May.
- "Spring" term generally begins in January and ends in early May.
- "Summer" term generally includes student enrollment dates that may occur as early as the beginning of May or as late as mid-August.
- "Other" is used for those terms that do not fall into one of the seasonal terms.

### Usage

MI School Data, Postsecondary Reports

## Session Start Date

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1			YYYY-MM-DD

### Definition

The year, and month and day identifying the start of the academic session based on your institutions policy.

### Specifications or Enumerations

Date (only); YYYY-MM-DD

### Format Example

2009-08-23

### Instructions

- You are required to report this data element.
- You may not report blanks.
- Enter the year, and month and day when the session started for the data being reported.
- If you enter anything other than the "YYYY-MM-DD" format, the system will generate a file-level error and will reject the file upon upload.
- Do not report courses enrolled for future terms. For example, if a student enrolled for a course to take place in the summer of a school year that has not begun, do not report this course yet as the course falls outside of the upload definition. These courses and grades will be reported in the next STARR collection.
- If students were enrolled before July 1, 2016 (but were not enrolled between the dates of July 1, 2016 through June 30, 2017), they should be excluded from the STARR 2016-2017 collection.

### Usage

MI School Data, Postsecondary Reports

## Session Type

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1			Select only one from a table below

### Definition

The type of academic session for which the data are being reported.

### Specifications or Enumerations Most Commonly Reported

Enumeration	Definition
FullYear	The prescribed length of instruction upon which credit is awarded based on the total number of days in a school year
Semester	Usually about 15 to 17 weeks in length; there are usually two semesters per academic year and perhaps other shorter sessions
Quarter	Usually about 10 to 14 weeks in length; normally there are four quarter sessions and perhaps other shorter sessions in an academic year
Quinmester	Usually about 8 to 10 weeks in length; normally there are five quinmester sessions per academic year
MiniTerm	A session whose length is less than the regular session; usually but not always contained wholly within the regular session (can also be known as the January "minimester")
SummerSession	A session or combination of sessions conducted after the last regular session of the school year and prior to the first regular session of the next school year

### Specifications or Enumerations NOT Typically Reported

Enumeration	Definition
Intersession	For year-round schools, the days of optional attendance (equivalent to a summer session) for a student enrolled in a school offering a year-round program which provides three time blocks of 60 days of instruction followed by 15 of intersession
Trimester	Usually about 13 to 15 weeks in length; normally there are three trimesters and perhaps other shorter sessions in an academic year
LongSession	Longer than a semester or quarter or trimester, but shorter than a full year
FallSession	A session only available in the fall, which begins between late August and November 1.
FourOneFourPlan	A school year consisting of a four-month semester of academic work, followed by a month of special activity, followed by another four-month semester of academic work
Continuous	A calendar system classification that is used by IHEs that allow students to enroll/start classes at any time during the year. For example, a cosmetology or a word processing school might allow

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<b>Enumeration</b>	<b>Definition</b>
	students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.
DiffersByProgram	A calendar system classification that is used by IHEs that have occupational/vocational programs of varying lengths. These schools may enroll students at specific times depending on the program. For example, an IHE might offer a 2-month program in January, March, May, September, and November; and a 3-month program in January, April, and October.
Other	A session or calendar system classification other than what is described in the acceptable enumerations
TwelveMonth	

### **Instructions**

- Enter the type of academic session for which the particular data are being reported.
- The institution is to report students in the categories in which your institution currently uses.
- If you enter anything other than one of the 15 acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

### **Tips**

- You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words.

### **Usage**

MI School Data, Student Pathways Data File

## State Province Code

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	0	1	2	2	Select only one code from the PESC Guide in Appendix A

### Definition

The state or province abbreviation of the student's legal home permanent state.

### Specifications or Enumerations

Select only one code from the PESC Guide in Appendix A

### Format Example

MI

### Instructions

- Enter the two-digit alpha state or province abbreviation of the student's permanent residence.
- This is a two-digit alpha code.
- This data element reflects the current state or province in which the student resides, not necessarily what the state/province was at the time of admission. This characteristic should be updated each STARR Collection if the student's state/province of residence changes.
- If you enter anything longer than the two character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are conditionally required to report this data element if the student permanently resides in the United States or Canada.

### Tips

- This data element is intended to align with the NCES CEDS definition of United States Citizenship Status.
- For entering freshman, permanent state (state of residence) may be the legal permanent state (state of residence) of a parent or guardian
- [State province codes can be accessed in Appendix A \(page 62\) of the PESC guide by clicking here.](#)

## Student Level Code

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1			Select only one from a table below

### Definition

The level of education the student is associated with for the respective academic session.

### Specifications or Enumerations Most Commonly Reported

Enumeration	Definition	Undergraduate/Graduate	Degree Seeking/Non-Degree Seeking
1	Postsecondary award, certificate, or diploma of less than 1 academic year	Undergraduate	Degree Seeking
2	Postsecondary award, certificate, or diploma of at least 1 but less than 2 academic years	Undergraduate	Degree Seeking
3	Associate's Degree	Undergraduate	Degree Seeking
4	Postsecondary award, certificate, or diploma of at least 2 but less than 4 academic years	Undergraduate	Degree Seeking
5	Bachelor's Degree	Undergraduate	Degree Seeking
6	Postbaccalaureate Certificate	Graduate	Degree Seeking
7	Master's Degree	Graduate	Degree Seeking
8	Post-Master's Certificate	Graduate	Degree Seeking
17	Doctor's Degree-Research/Scholarship	Graduate	Degree Seeking
18	Doctor's Degree-Professional Practice	Graduate	Degree Seeking
19	Doctor's Degree-Other	Graduate	Degree Seeking
20	Nondegree Undergraduate	Undergraduate	Non-Degree Seeking
21	Nondegree Graduate	Graduate	Non-Degree Seeking

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Enumeration	Definition	Undergraduate/Graduate	Degree Seeking/Non-Degree Seeking
22	Community College Seeking Transfer to 4 Year Only	Undergraduate	Non-Degree Seeking
23	Professional or Technical Credential	Undergraduate	Non-Degree Seeking

### Instructions

- Enter the student's level of education for each academic session reported during the collection window.
- This characteristic is intended to align with the NCES CEDS enumerations. The institution is to report students in the categories which your institution currently uses.
- If you enter anything other than one of the 15 acceptable enumerations or exceed the character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

### Tips

- The StudentLevelCode should be an indicator of the award level in which the person is currently enrolled. The AcademicAwardLevel will ultimately represent the level of achievement the student has received.

**Usage** MI School Data, Postsecondary Success Rates

## Student Suffix

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1	1	10	Select only one from the table below

### Definition

The expression of a student's generation within a family.

### Specifications or Enumerations

Enumeration	Definition
JR	Junior
SR	Senior
I	The 1 <sup>st</sup>
II	The 2 <sup>nd</sup>
III	The 3 <sup>rd</sup>
IV	The 4 <sup>th</sup>
V	The 5 <sup>th</sup>
VI	The 6 <sup>th</sup>
VII	The 7 <sup>th</sup>
VIII	The 8 <sup>th</sup>
IX	The 9 <sup>th</sup>
X	The 10 <sup>th</sup>

### Instructions

- Enter the student's generation within a family.
- The suffix is not to be attached to the last name in the LastName data element.
- If you enter anything other than one of the 12 acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are not required to report this data, as many students do not have suffixes.

### Suggested Validation Check

- The word "null" cannot be used.
- The suffix cannot be included in the LastName characteristic.

### Tips

- If your student information system includes the suffix in the last name characteristic, the two characteristics will need to be split apart and reported in separate fields.

### Usage

MI School Data, Student Pathways Data File



## **Submitting Entity**

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1	5	5	Numeric

### **Definition**

The five-digit state-assigned code for the postsecondary institution.

### **Specifications or Enumerations**

Numeric

### **Format Example**

09876

### **Instructions**

- Enter the five-digit state-assigned code as it appears in the EEM.
- If you enter anything other than a five-digit code, the system will generate a file-level error and will reject the file upon upload.
- The code is five-digits. Do not cut off the leading zero.
- You are required to report this data element.
- You may not report blanks.

### **Usage**

MI School Data, Postsecondary Reports

## UIC

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Yes	1	1	10	10	Numeric

### Definition

The 10-digit UIC produced by CEPI and assigned to each student.

### Specifications or Enumerations

Numeric

### Format Example

1234567890

### Instructions

- Enter the 10-digit UIC for the student as assigned by CEPI.
- This is a 10-digit number. If present, do not cut off the leading zero.
- Do not submit a student record that you do not have a UIC for; CEPI cannot use these records.
- You can acquire a student's UIC from the student's Parchment electronic transcript or through the IHE Request for UIC Collection in the MSDS. For more information, view the IHE Request for UIC Collection User Guide on the CEPI IHE Web page.
- If you enter anything shorter than the 10 character minimum or longer than the 10 character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this data element.
- You may not report blanks.

### Suggested Validation Check

- The UIC must correspond to that particular student record.
- Compare your UIC to that on the student's electronic transcript.
- "0000000000" cannot be used.

### Tips

- If a student has more than one UIC, these need to be linked. For instructions on how to link UICs, view the IHE Request for UIC Collection User Guide on the [CEPI IHE Web page](#).

### Usage

MI School Data, Postsecondary Reports

## **Appendix A–STARR Component & Characteristics in Schema Order**

Component Name	Characteristic Name	Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length
Submitting Entity		Yes	1	1		
	SubmittingEntity Code	Yes	1	1	5	5
Student		Yes	1	∞		
Personal Core		Yes	1	1		
	UIC	Yes	1	1	10	10
	LastName	Yes	1	1	1	50
	FirstName	Yes	1	1	1	50
	MiddleName	Optional	0	1	1	50
	StudentSuffix	Optional	0	1	1	10
	DateOfBirth	Yes	1	1		
	MultipleBirthOrder	Optional	0	1	1	1
	Gender	Yes	1	1		
	PreviousLastName	Optional	0	1	1	50
Student Demographics		Yes	1	1		
	EntryDate	Yes	1	1		
	LocalStudentID	Yes	1	1	1	20
	EthnicityCode	Yes	1	1		
	RaceCode	Yes	1	1		
	Economically Disadvantaged	Optional	0	1		
	StateProvinceCode	Conditionally Required	0	1	2	2
	CTEConcentrator	Optional	0	1		
	MilitaryStatus	Optional	0	1		
Academic Record		Yes	1	1		
Academic Award		No	0	∞		
	AcademicAward Level	Conditionally Required	1*	1		
	AcademicAward Date	Conditionally Required	1*	1		
	AcademicAward Title	Conditionally Required	1*	1	1	80
	DegreeCIPCode	Conditionally Required	1*	1	5	7

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Component Name	Characteristic Name	Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length
Academic Session		Yes	1	∞		
	ResidencyStatus Code	Yes	1	1		
	SessionStartDate	Yes	1	1		
	SessionEndDate	Yes	1	1		
	SessionName	Yes	1	1		
	SessionType	Yes	1	1		
	PrimaryAcademic Level	Optional	1	1		
	DegreeOr CertificateSeeking Student	Yes	1	1		
	StudentLevelCode	Yes	1	1		
	Postsecondary EnrollmentType	Yes	1	1		
	HighSchoolStudent	Yes	1	1		
	AcademicSession GradePointAverage	Yes	1	1		
	CumulativeGrade PointAverage	Yes	1	1		
Academic Program		No	0	∞		
	ProgramCIPCode	Conditionally Required	0	1	5	7
	AcademicProgram Type	Conditionally Required	1*	1		
	AcademicProgram Name	Conditionally Required	1*	1	1	60
Course		Yes	1	∞		
	CourseStartDate	Yes	1	1		
	CourseEndDate	Yes	1	1		
	CourseSubjectAbbreviation	Yes	1	1	1	10
	CourseNumber	Yes	1	1	1	15
	CourseCIPCode	Optional	0	1	5	7
	CourseTitle	Yes	1	1	1	60
	CourseCreditBasis	Yes	1	2		
	CourseCredit Attempted	Yes	1	1		
	CourseCredit Earned	Yes	1	1		
	CourseAcademic GradeStatusCode	Yes	1	1		

### **2017 STARR Data Manual**

Component Name	Characteristic Name	Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length
	CourseAcademicGrade	Conditionally Required	0	1		
	CourseAcademicGradeScaleCode	Yes	1	1		
	AcademicLetterGrade	Conditionally Required	0	1	1	10
	ContactHours	Optional	0	1		

\*If the component this characteristic falls within is submitted in the STARR file, then you must also submit this characteristic. To see which components are part of a higher level component (for example, Personal Core is within the Student component) please reference the 2017 STARR Data Field Layout table on the IHE Webpage.